

CAPSS

Store User Guide



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Overview

Why CAPSS?

In accordance with AB391, which was passed on August 17, 2012, new procedures for California Pawnbrokers (PBs) and Secondhand Dealers (SHDs) when reporting property transactions to their Local Law Enforcement Agencies were established. PBs and SHDs will be required to use a single, statewide, electronic reporting system, which the California Department of Justice has developed and is known as the **California Pawn and Secondhand Dealer System** (CAPSS).

What is covered by this guide

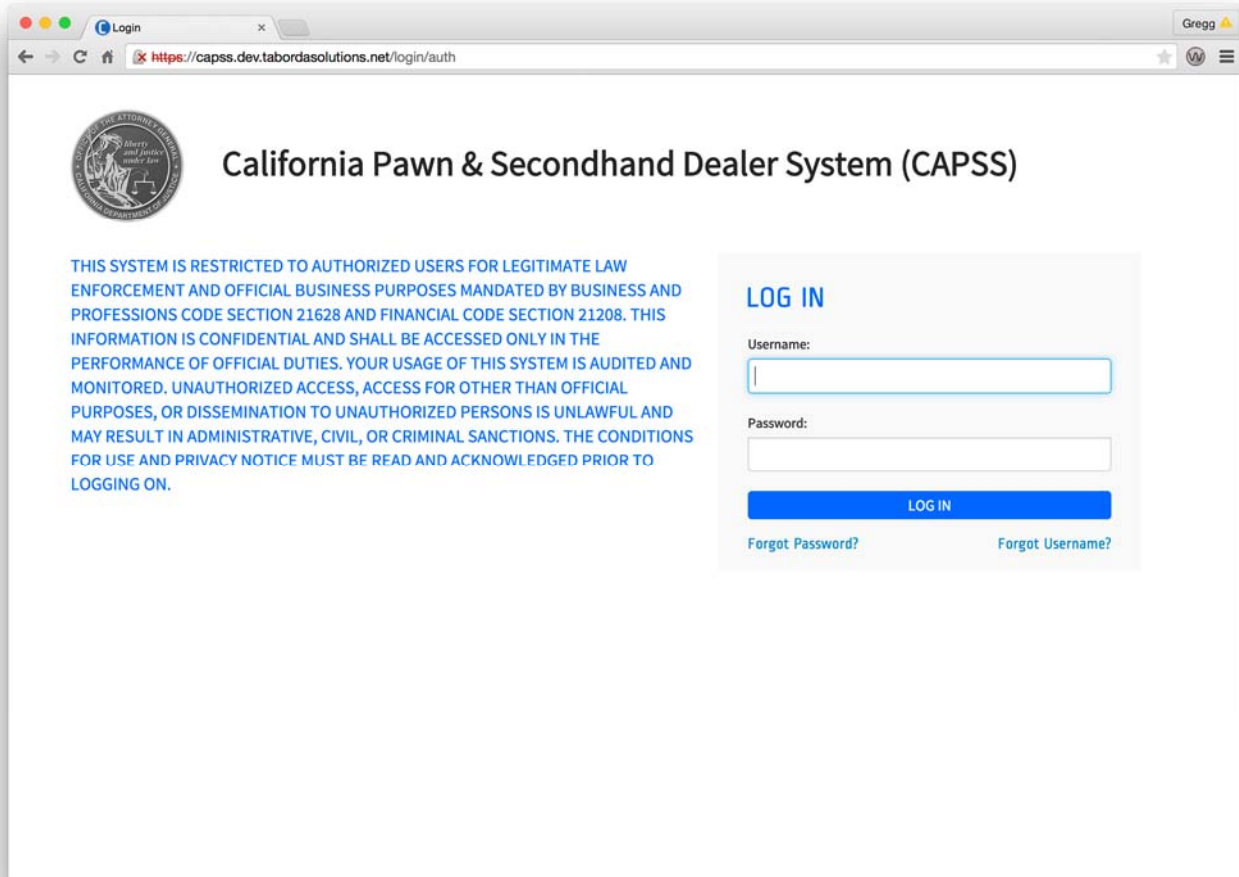
This guide has been developed specifically for Store users and covers the following:

- Logging in
- Managing your user profile
- Managing other user profiles (Administrator feature)
- Submitting a JUS-123 property transaction report
- Submitting property transaction reports with the Bulk Upload feature
- Finding transaction reports
- Contact information

Logging In

Browse to the CAPSS URL

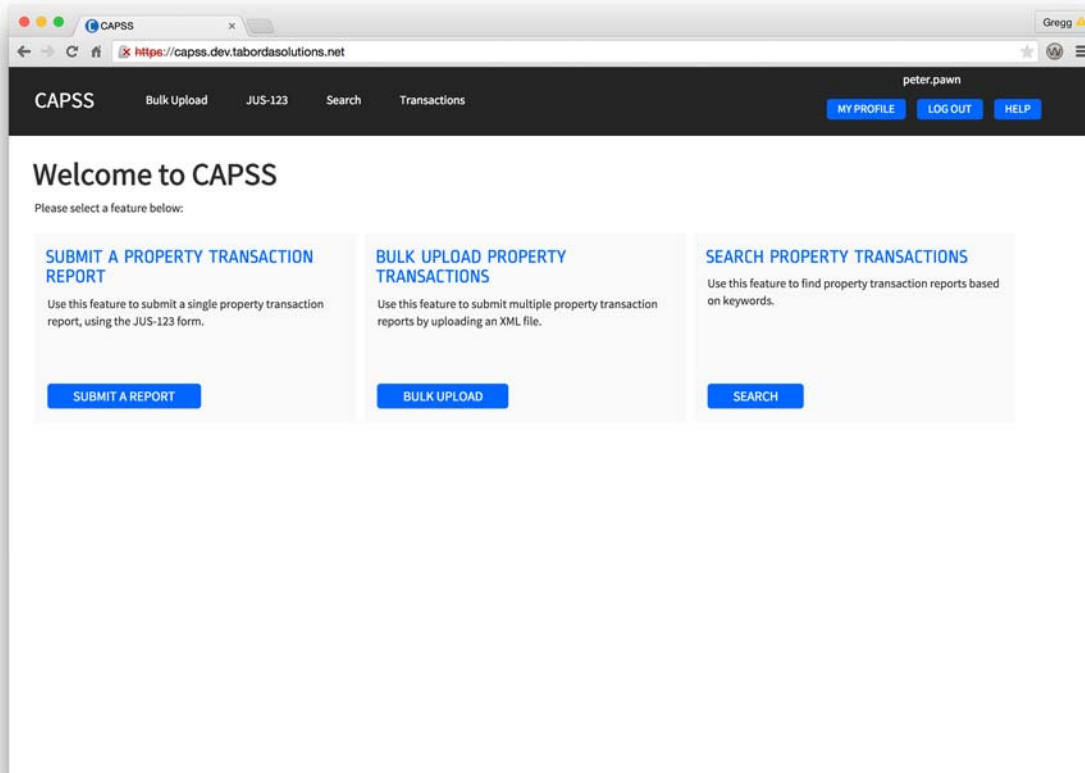
To log in, open your web browser and navigate to the url: <https://capss.doj.ca.gov>



Enter your credentials

Enter your username and password, then click on the **LOG IN** button.

If your username and password are valid, you will see the main dashboard:

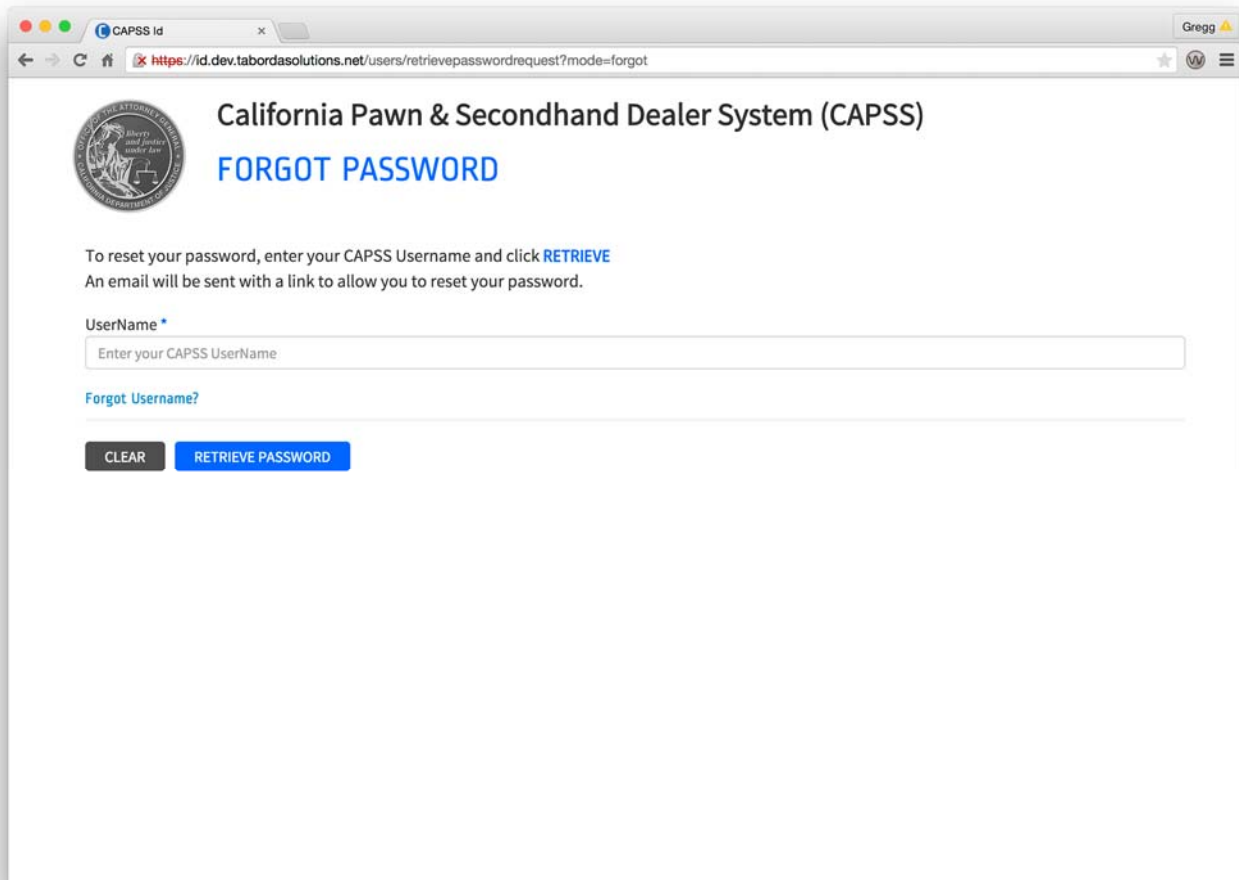


If your username and password are not valid, you will see an error message, and will need to re-enter your username and password.

Forgot your password?

If you cannot remember your password, or for some reason the one you have is not working, you can recover your password by clicking on the **FORGOT PASSWORD** link on the log in screen.

You will then be redirected to a screen where you will enter your CAPSS Username. After entering your username, click on the **RETRIEVE PASSWORD** button.



An email will be sent to the email account associated with your username.

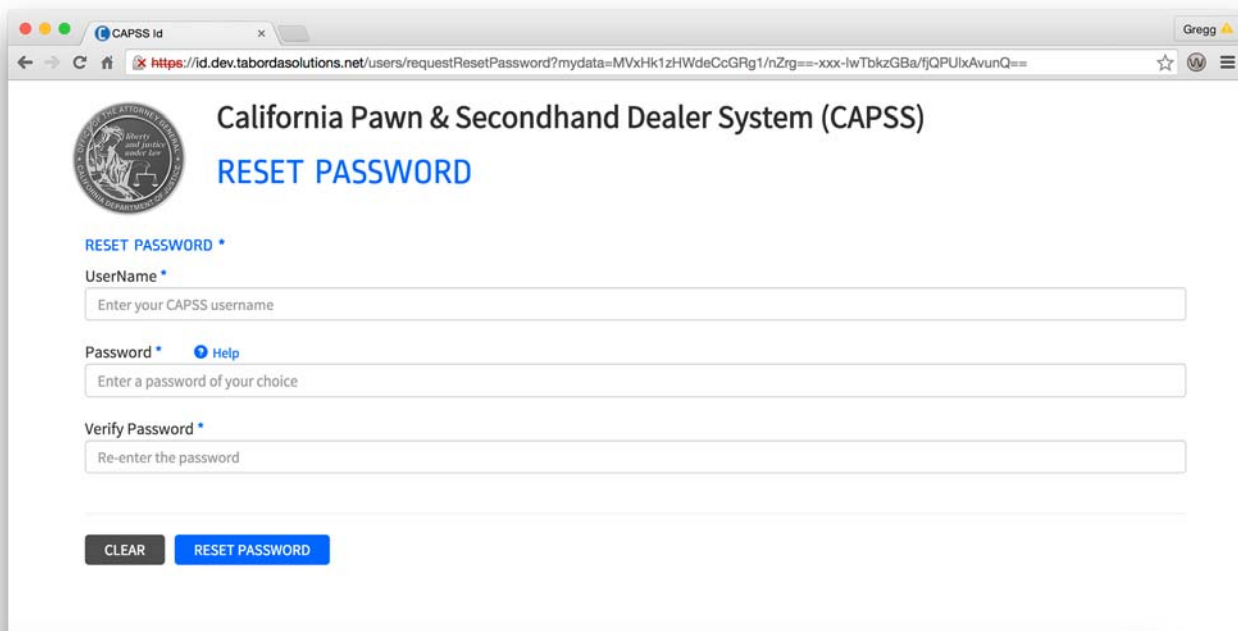
From: CAPSS Licensing
To: peterpawn@pawnstore.com
Subject: CAPSS Password Reset
Date: Fri, 13 Mar 2015 10:26:34 -0700

You will be able to reset your password by entering your CAPSS Username on the page at the link below.
NOTE: This link will only work for 2 hours after it was created.

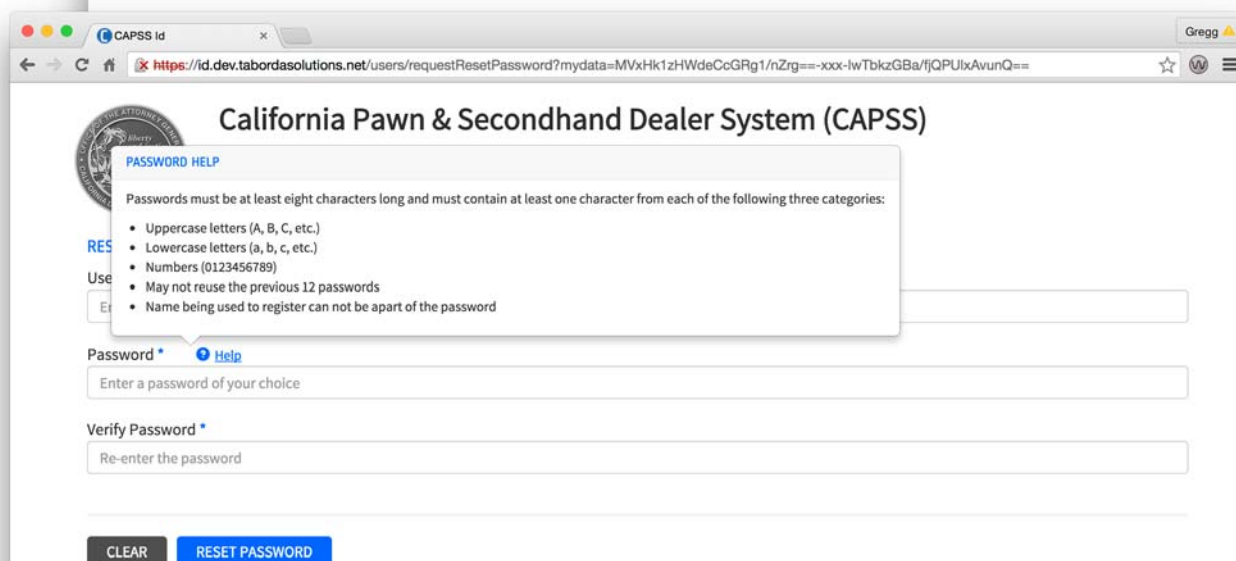
[Password Set Link](#)

Thank You,
CAPSS Team

The link in the email will take you to the Reset Password screen. If you would like to see the password format requirements, click on the [Help](#) link:



A screenshot of a web browser showing the "California Pawn & Secondhand Dealer System (CAPSS) RESET PASSWORD" page. The page features a header with the CAPSS logo and title. Below the title, there are three input fields: "UserName" with a placeholder "Enter your CAPSS username", "Password" with a placeholder "Enter a password of your choice" and a "Help" link, and "Verify Password" with a placeholder "Re-enter the password". At the bottom, there are two buttons: "CLEAR" and "RESET PASSWORD".



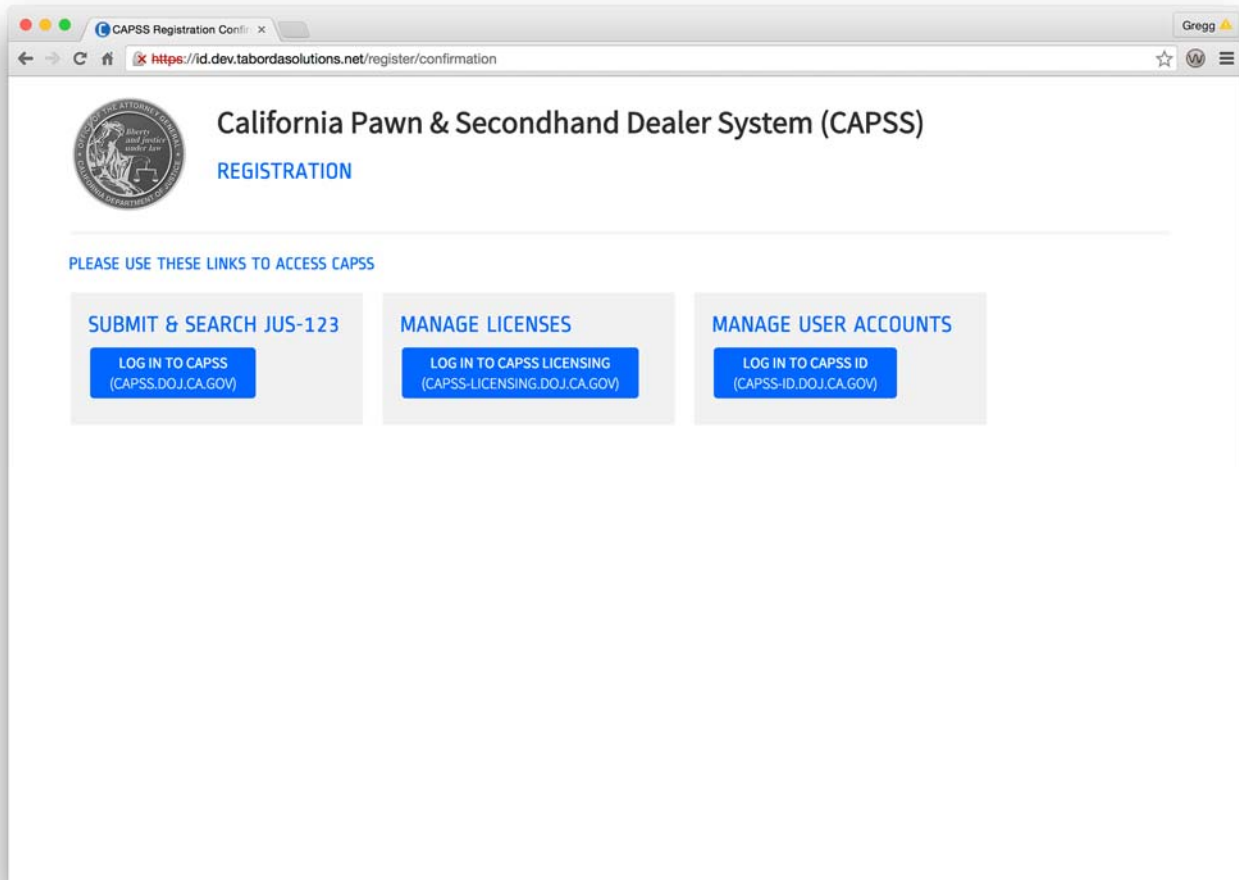
A screenshot of the same CAPSS Reset Password page, but with a "PASSWORD HELP" popup window open. The popup contains the following text: "Passwords must be at least eight characters long and must contain at least one character from each of the following three categories:" followed by a bulleted list: "Uppercase letters (A, B, C, etc.)", "Lowercase letters (a, b, c, etc.)", and "Numbers (0123456789)". It also includes two additional rules: "May not reuse the previous 12 passwords" and "Name being used to register can not be apart of the password". The background page is partially obscured by the popup.

CAPSS

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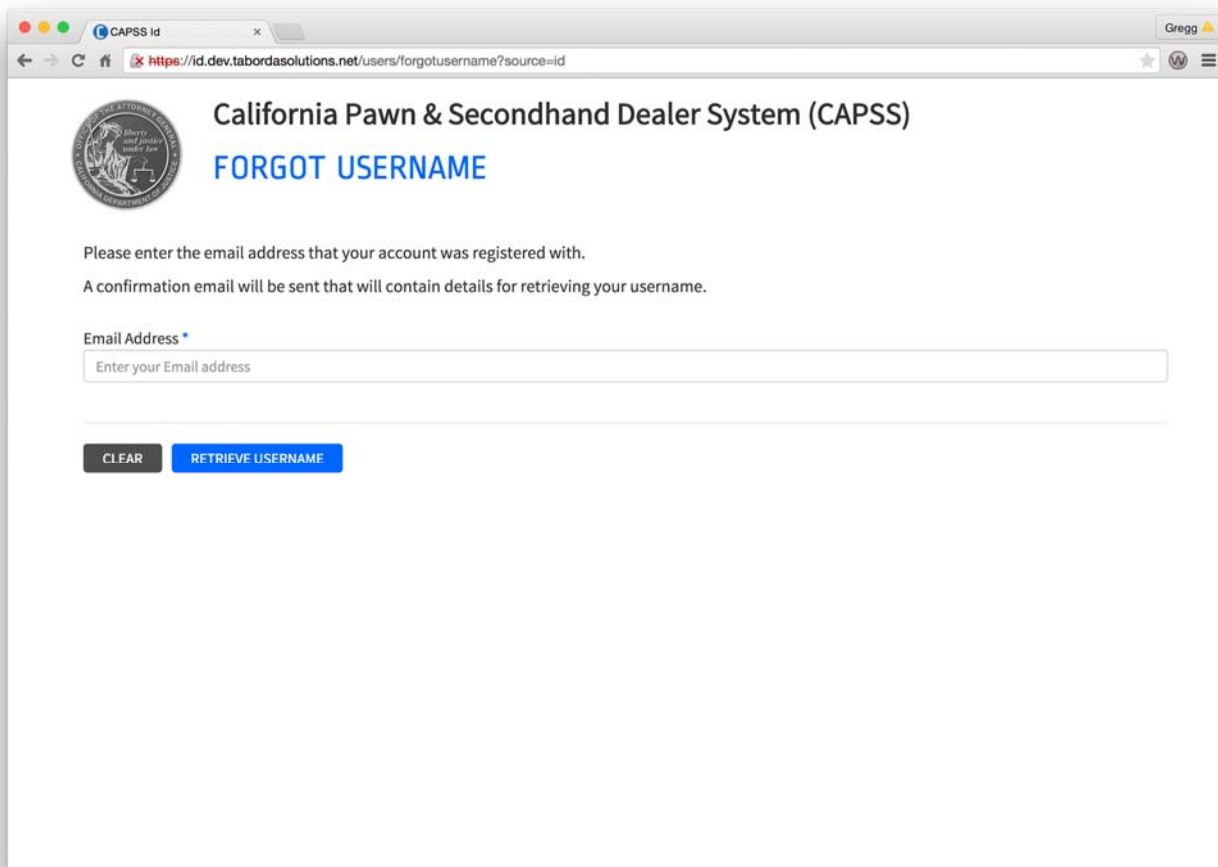
Once your password has been successfully reset, you will be redirected to a screen with links to the various CAPSS components.



Forgot your username?

If you cannot remember your username, or for some reason the one you have is not working, you can recover your username by clicking on the **FORGOT USERNAME** link on the log in screen.

You will then be redirected to a screen where you will enter the email address associated with your CAPSS Username. After entering your email address, click on the **RETRIEVE USERNAME** button.



An email will be sent to the email account. The email will include the username.

From: CAPSS Licensing
To: peterpawn@pawnstore.com
Subject: CAPSS Username
Date: Fri, 13 Mar 2015 10:26:34 -0700

The email address you provided is associated with the following CAPSS Usernames:

CAPSS Username: peter.pawn

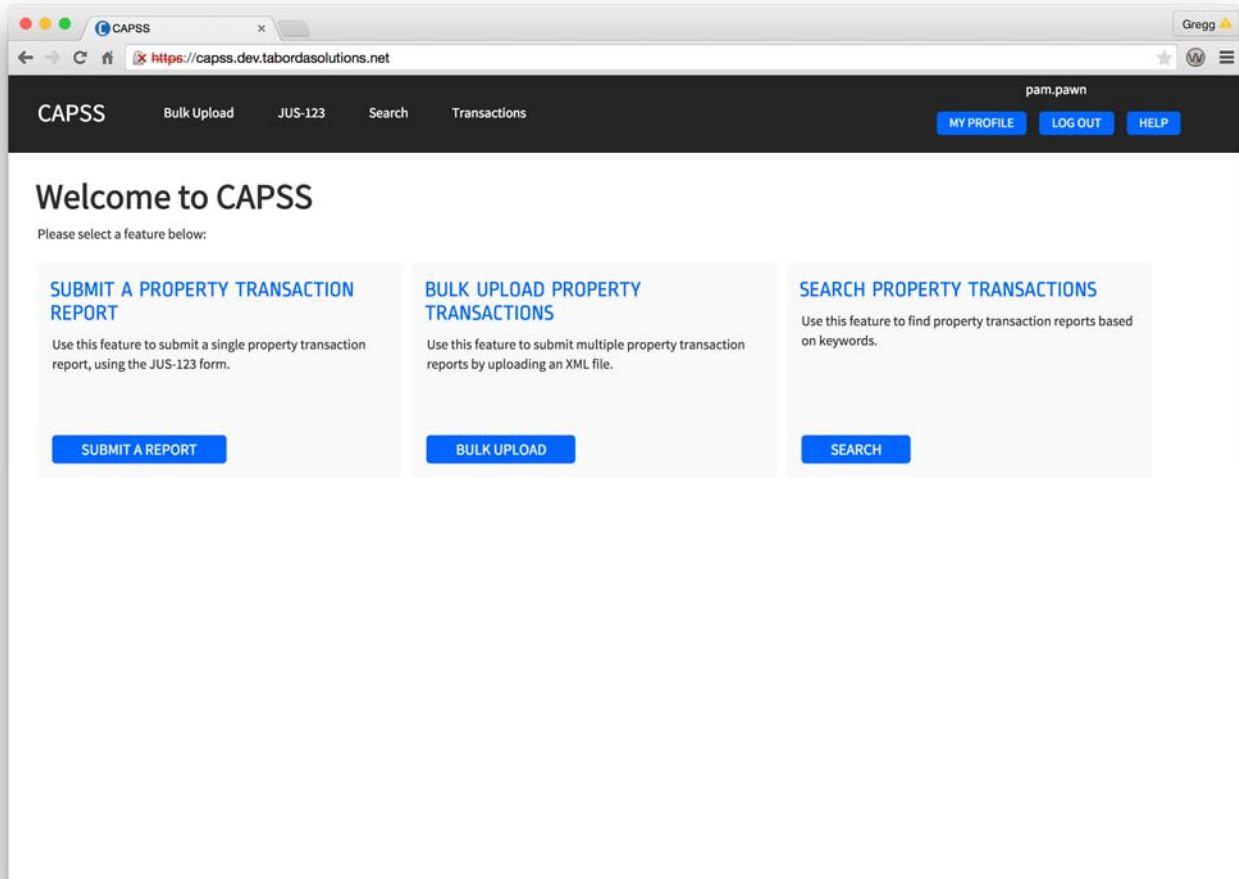
You may log into the CAPSS system at:
<https://capss.doj.ca.gov>

Thank You,

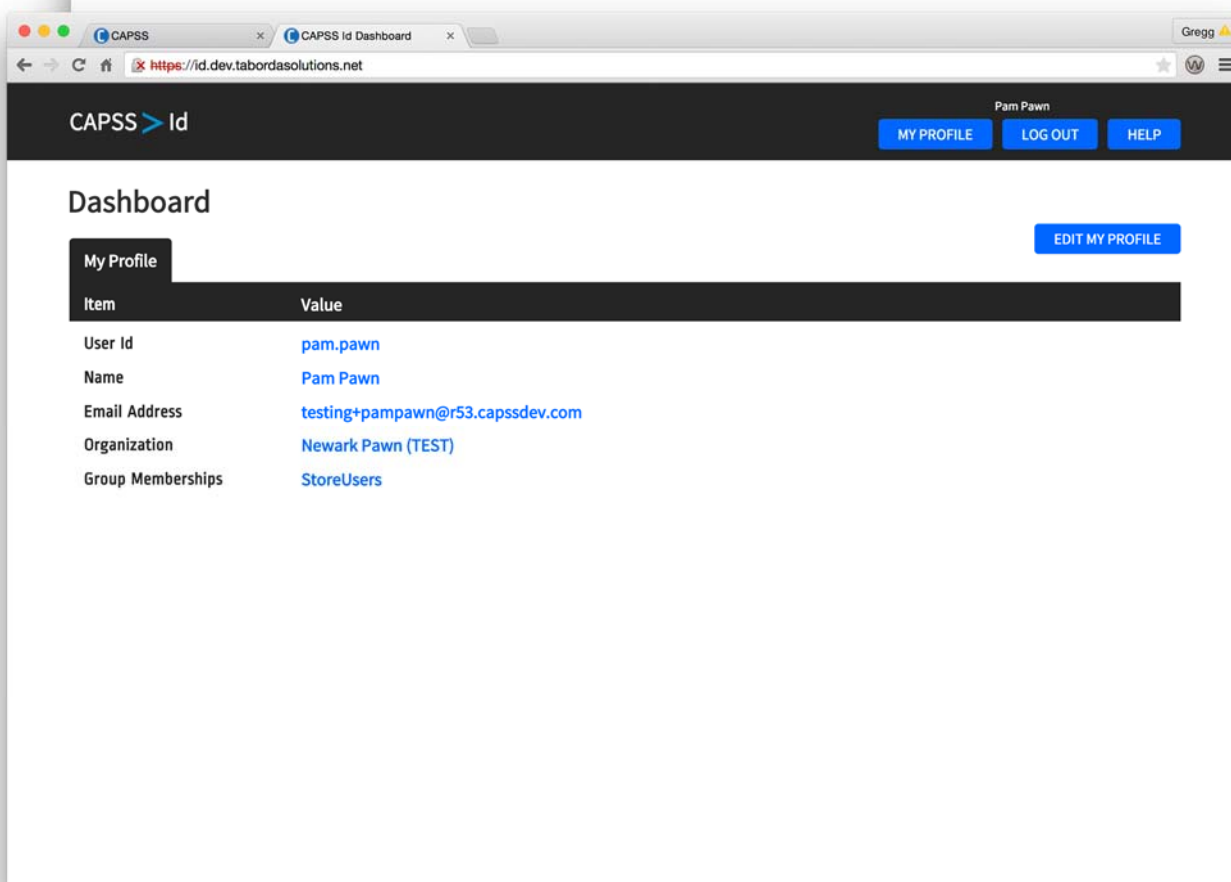
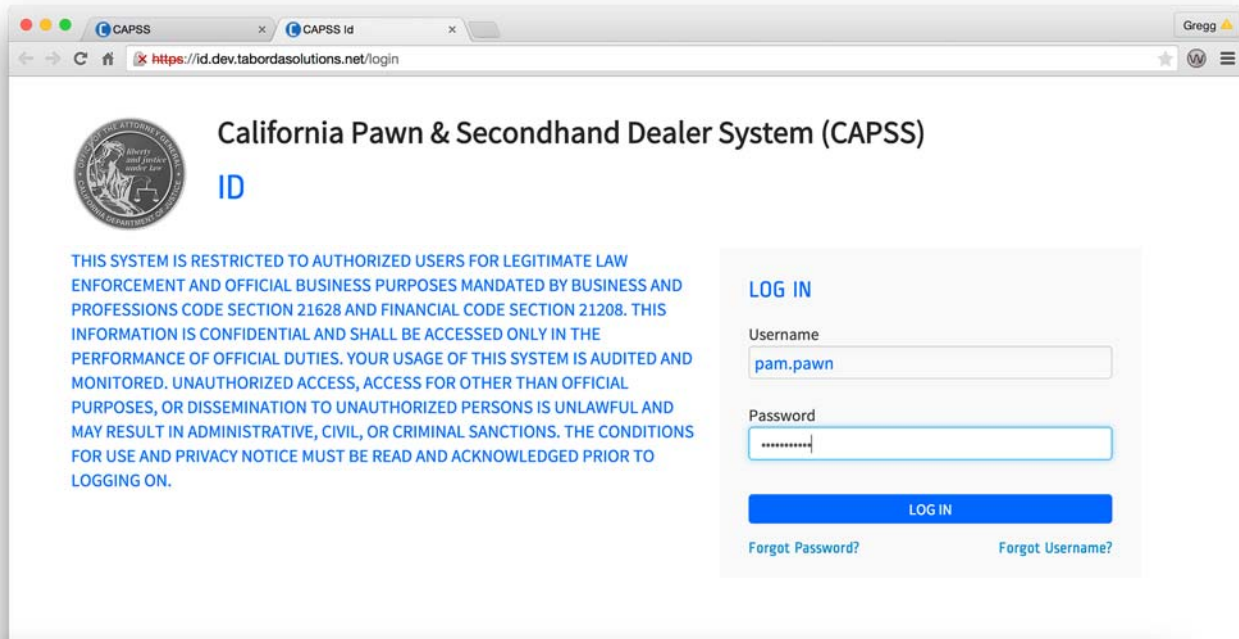
CAPSS Team

Managing your profile

All users can manage their profile by clicking on the **MY PROFILE** button at the upper-right:



You will be taken to the CAPSS User Management tool (**CAPSS ID**) login screen (in a new browser tab). Log in to CAPSS ID using your same username and password. Once logged in to CAPSS ID, you will be taken to the CAPSS ID dashboard.



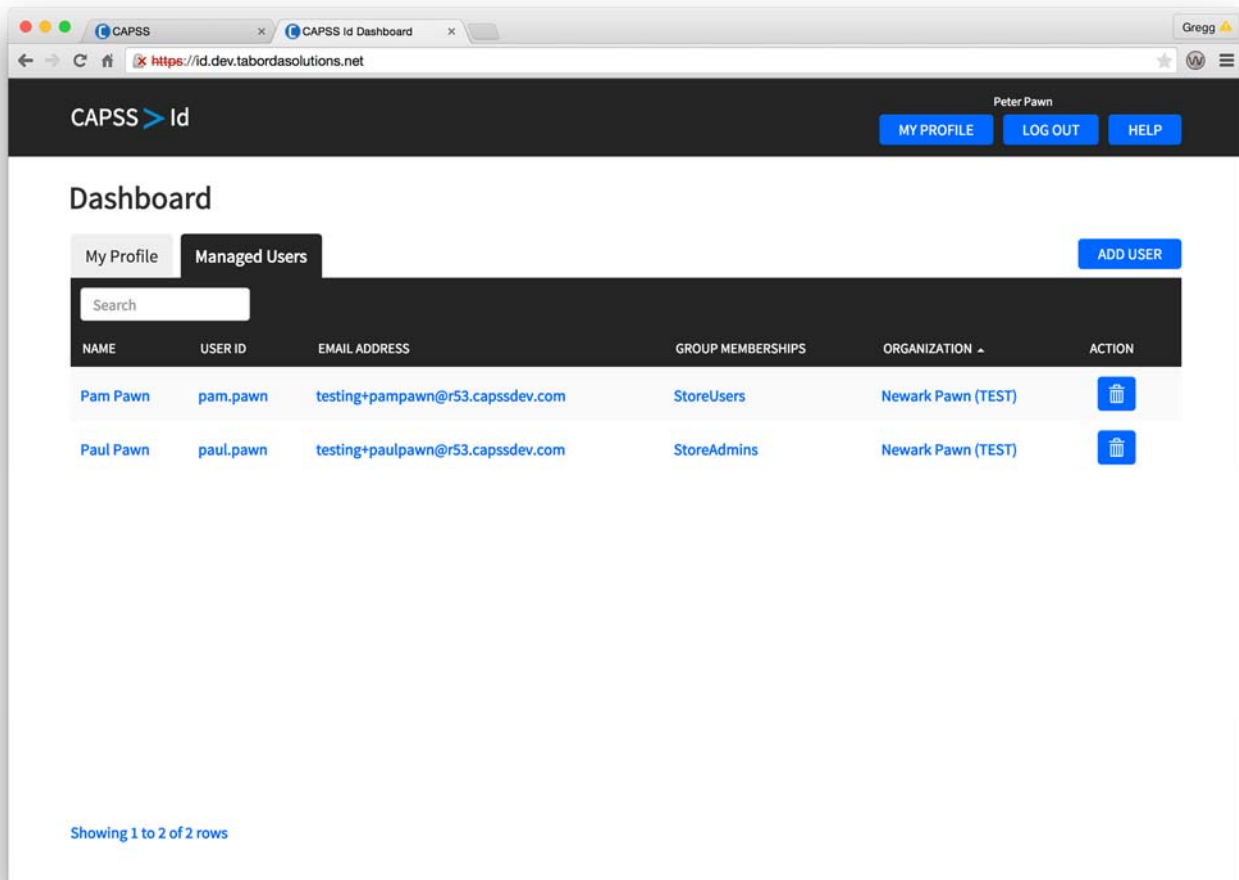
Click on the **EDIT MY PROFILE** button to change the various fields on your profile, including your password.

The screenshot shows a web browser window with two tabs: 'CAPSS' and 'CAPSS Id Edit User'. The address bar shows the URL 'https://id.dev.tabordasolutions.net/users/pam.pawn/edit'. The page header includes 'CAPSS > Id' on the left and 'Pam Pawn' on the right, with buttons for 'MY PROFILE', 'LOG OUT', and 'HELP'. The main content area is titled 'Edit User: pam.pawn' and contains several form fields: 'Name' (Pam Pawn), 'Email Address' (testing+pampawn@r53.capssdev.com), 'Organization Name' (Newark Pawn (TEST)), 'Password' (with a 'Help' link), and 'Password Confirmation'. Below these fields are sections for 'ACCOUNT STATUS' (with a checked 'Active' checkbox) and 'GROUP MEMBERSHIP' (with a checked 'StoreUsers' checkbox and the description 'Can Submit Property Transaction Reports'). At the bottom, there are 'CANCEL' and 'UPDATE USER' buttons.



Managing Other User Profiles

(Administrator Feature)

In addition to managing their own profile, Administrators can manage other store user profiles. Access the CAPSS User Management tool by clicking on the **MY PROFILE** button at the upper-right section of the screen. Administrators will get the **Managed Users** tab on the dashboard.



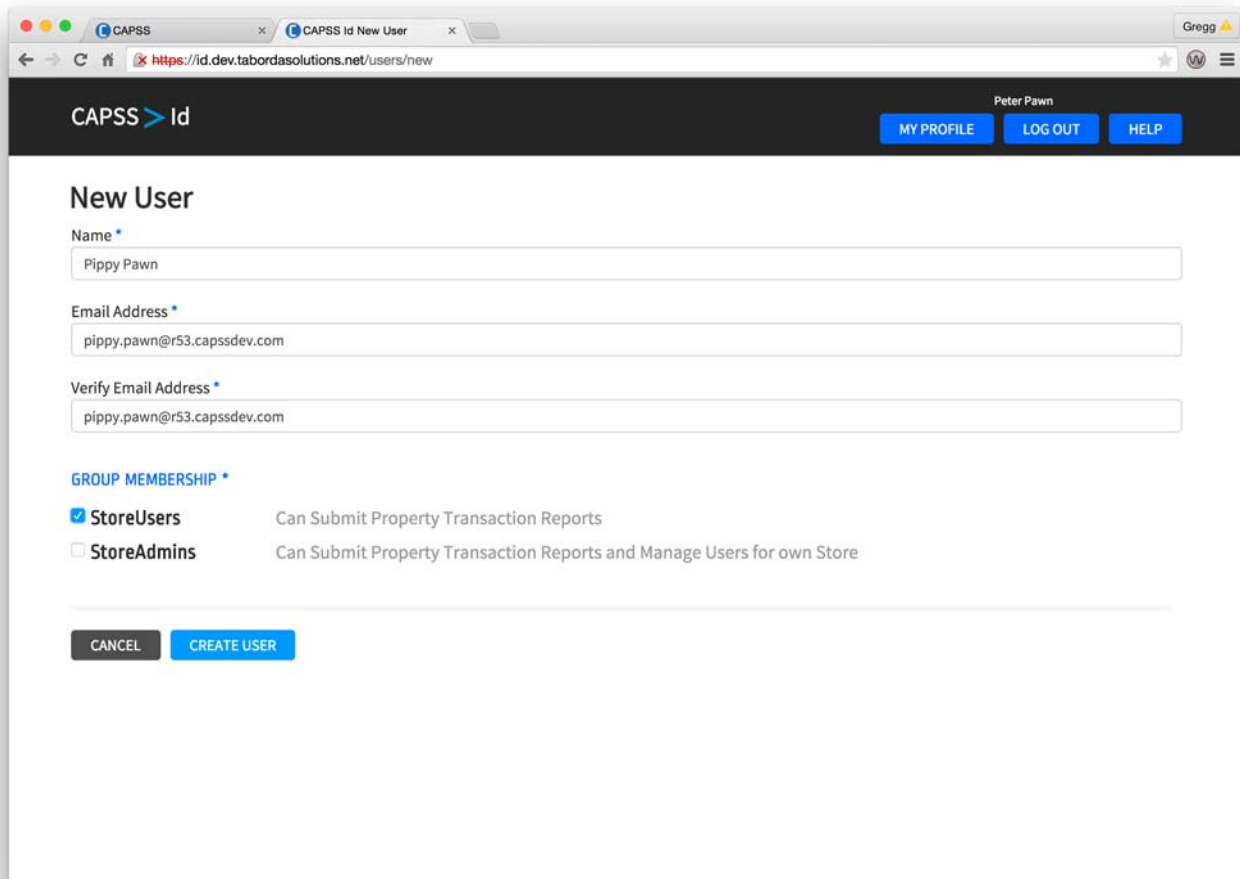
The screenshot shows a web browser window displaying the CAPSS Id Dashboard. The user is logged in as Peter Pawn. The dashboard has two tabs: "My Profile" and "Managed Users". The "Managed Users" tab is active, showing a table of users. There is a search bar and an "ADD USER" button. The table lists two users: Pam Pawn and Paul Pawn, with their respective user IDs, email addresses, group memberships, and organizations. Each user has a trash icon in the "ACTION" column.

NAME	USER ID	EMAIL ADDRESS	GROUP MEMBERSHIPS	ORGANIZATION	ACTION
Pam Pawn	pam.pawn	testing+pampawn@r53.capssdev.com	StoreUsers	Newark Pawn (TEST)	
Paul Pawn	paul.pawn	testing+paulpawn@r53.capssdev.com	StoreAdmins	Newark Pawn (TEST)	

Showing 1 to 2 of 2 rows

Adding a new user account

Click on the **ADD USER** button. You will then be able to enter the details for the new user account. When the details are complete, click the **ADD USER** button.



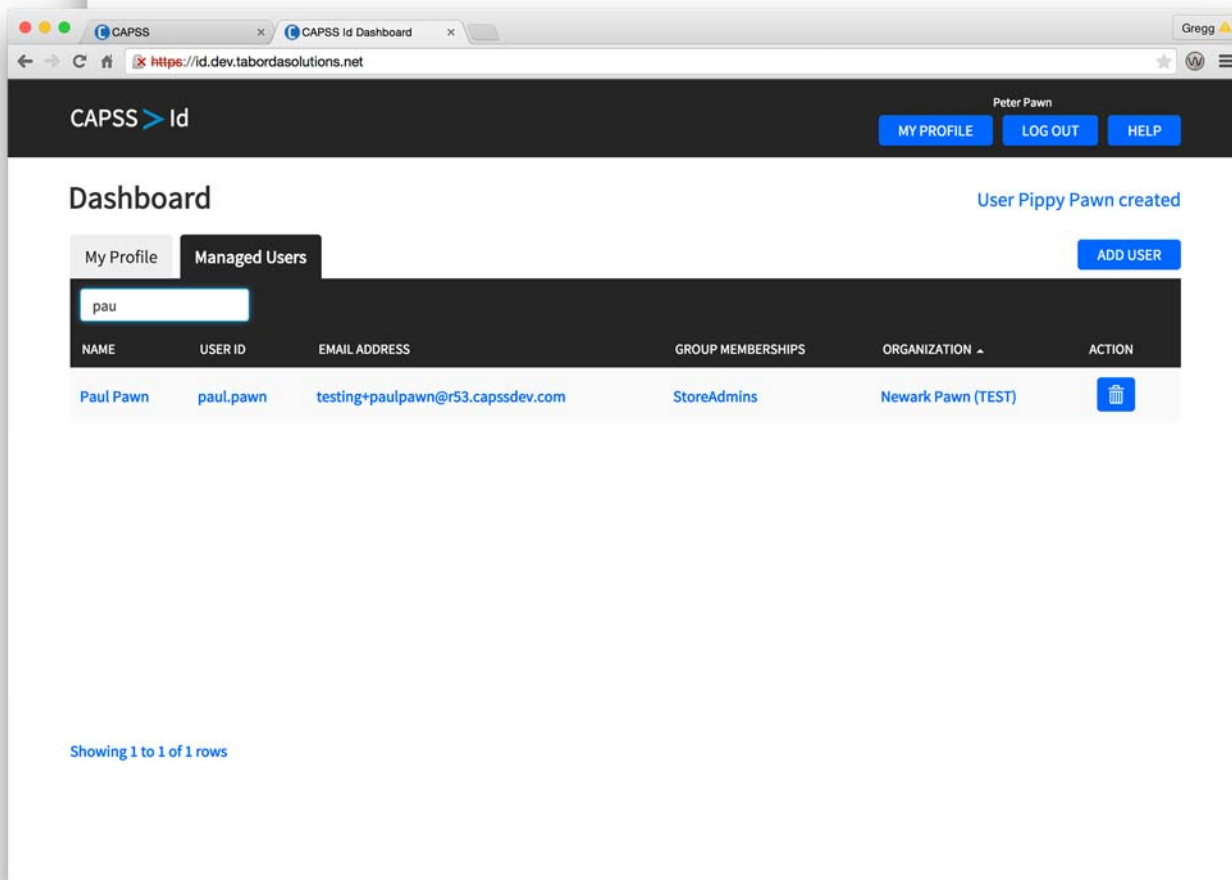
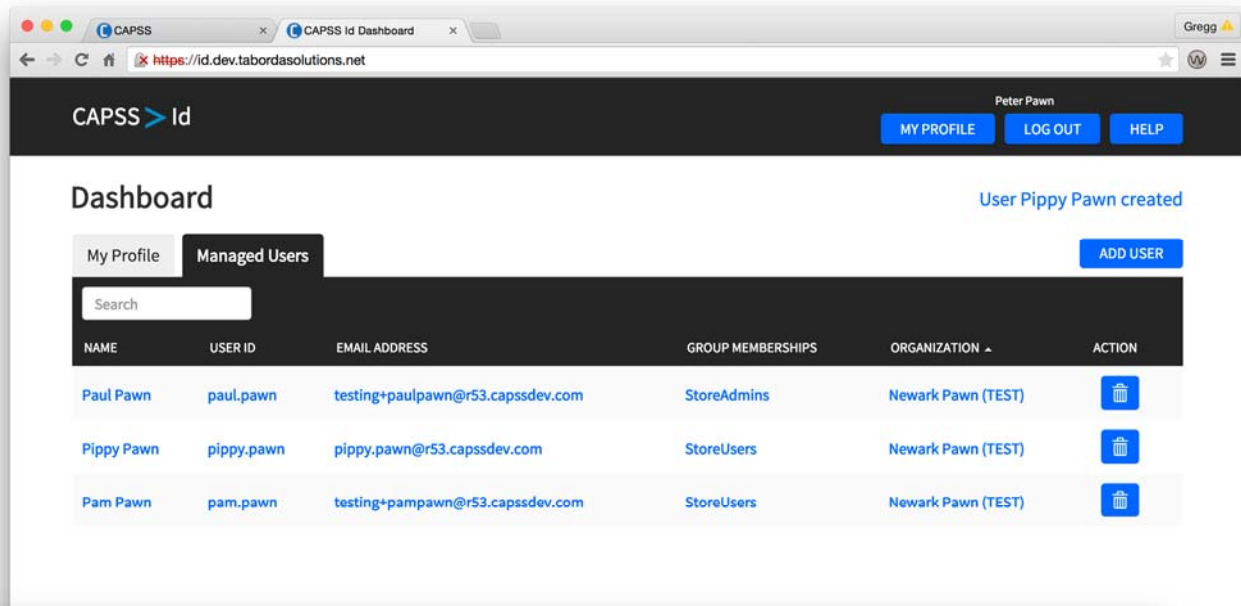
The screenshot shows a web browser window with two tabs: 'CAPSS' and 'CAPSS Id New User'. The address bar shows the URL 'https://id.dev.tabordasolutions.net/users/new'. The page header includes the 'CAPSS > Id' logo and navigation buttons for 'MY PROFILE', 'LOG OUT', and 'HELP'. The user's name 'Peter Pawn' is displayed in the top right. The main content area is titled 'New User' and contains the following fields and options:

- Name ***: Input field containing 'Pippy Pawn'.
- Email Address ***: Input field containing 'pippy.pawn@r53.capssdev.com'.
- Verify Email Address ***: Input field containing 'pippy.pawn@r53.capssdev.com'.
- GROUP MEMBERSHIP ***: A section with two options:
 - StoreUsers**: Can Submit Property Transaction Reports
 - StoreAdmins**: Can Submit Property Transaction Reports and Manage Users for own Store

At the bottom of the form, there are two buttons: 'CANCEL' and 'CREATE USER'.

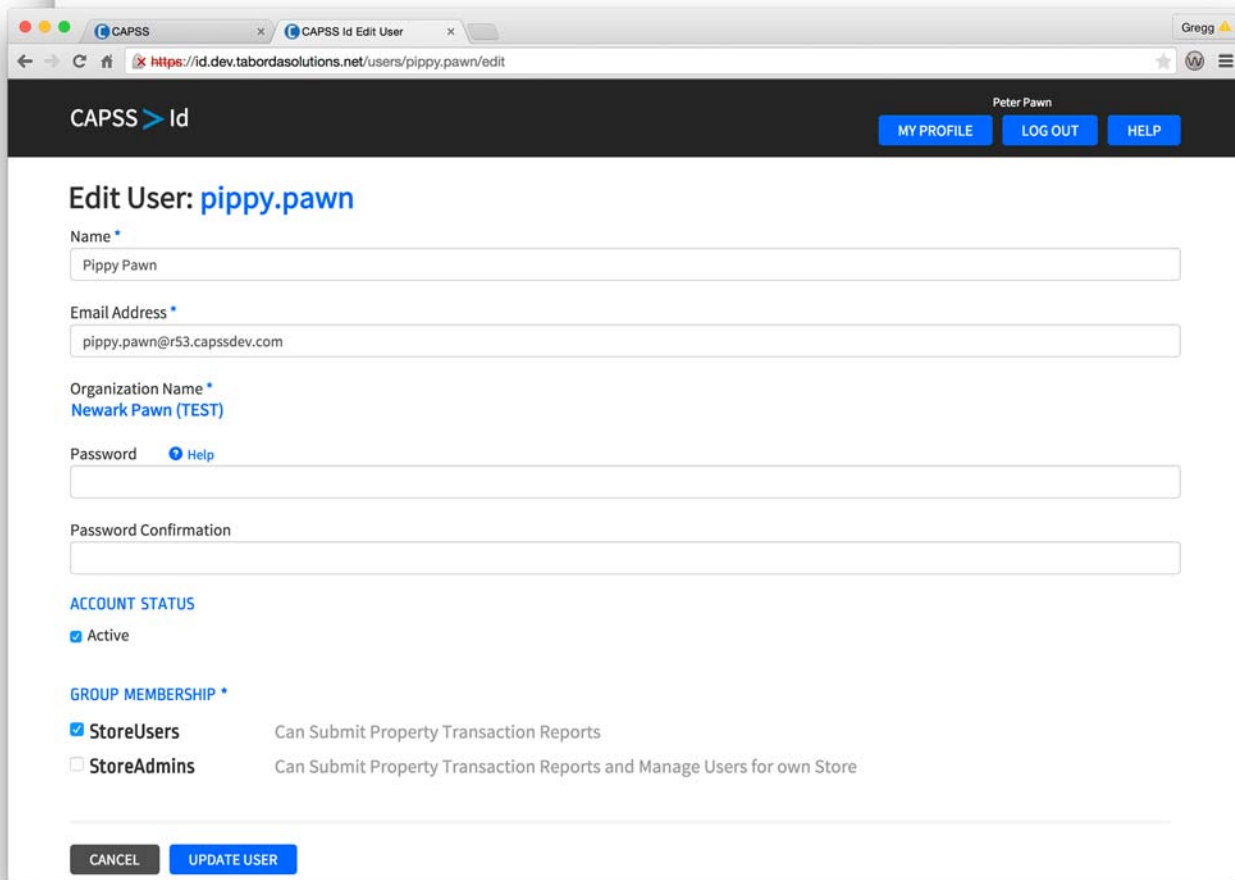
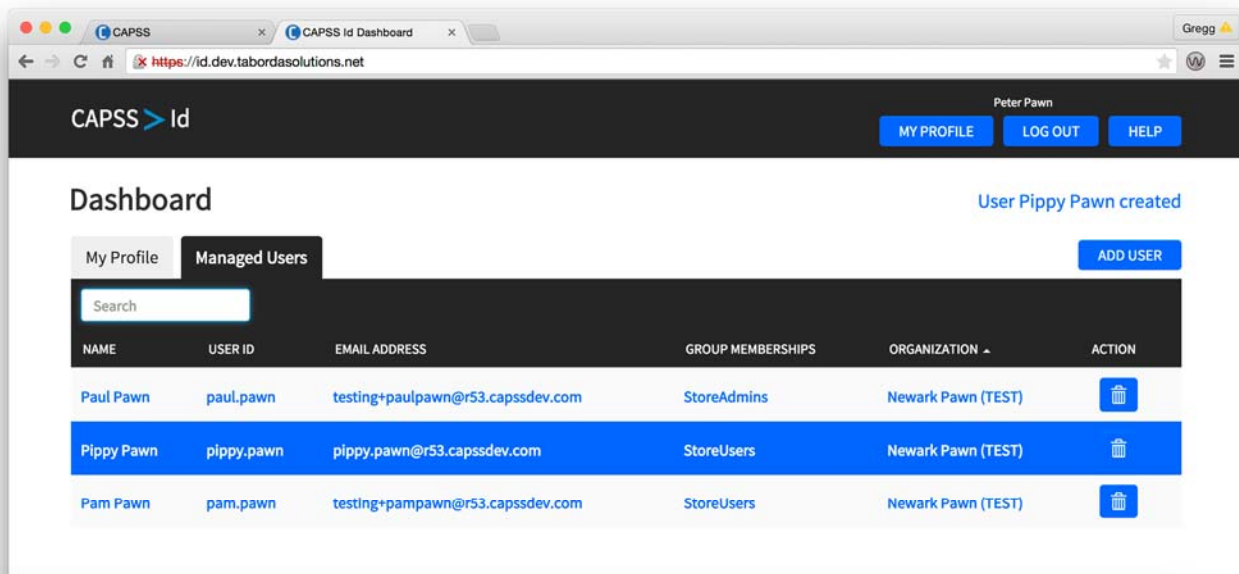
Finding a user account

To narrow the list of users in the list, you can enter a portion of a username in the Search box. The list will dynamically change to reflect only those users with usernames that match the text you entered.



Editing a user account

Click on a user's row (it will be highlighted in blue as you hover over it). You will then be able to edit the details for the user account. When the details are complete, click the **UPDATE USER** button at the bottom of the screen.



Deactivating a user account

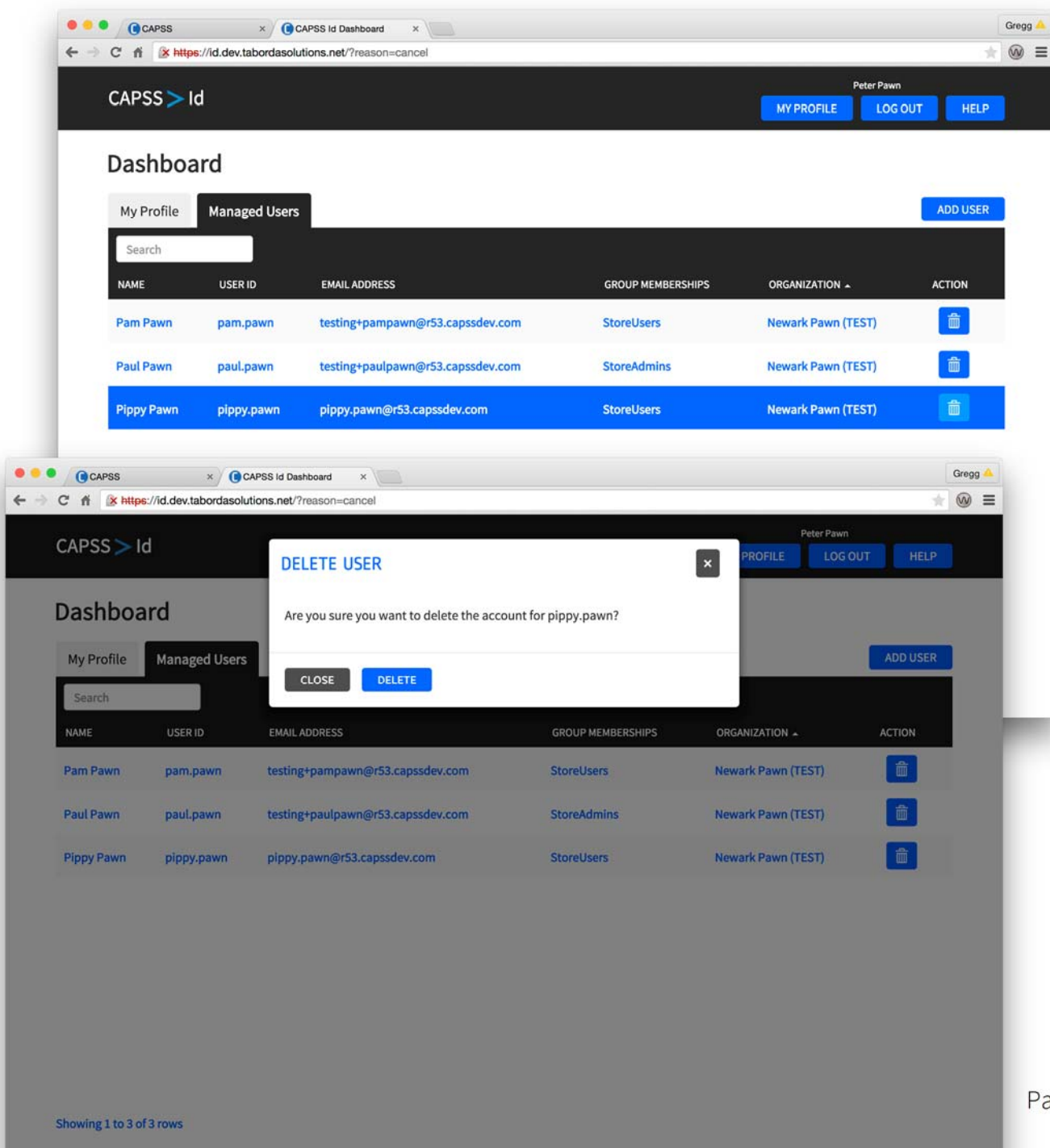
You can deactivate / activate accounts using the **Active** checkbox.

Updating user roles

You can update the role(s) (authorizations) a user has by checking/unchecking the checkboxes under **GROUP MEMBERSHIP**.

Deleting a user account

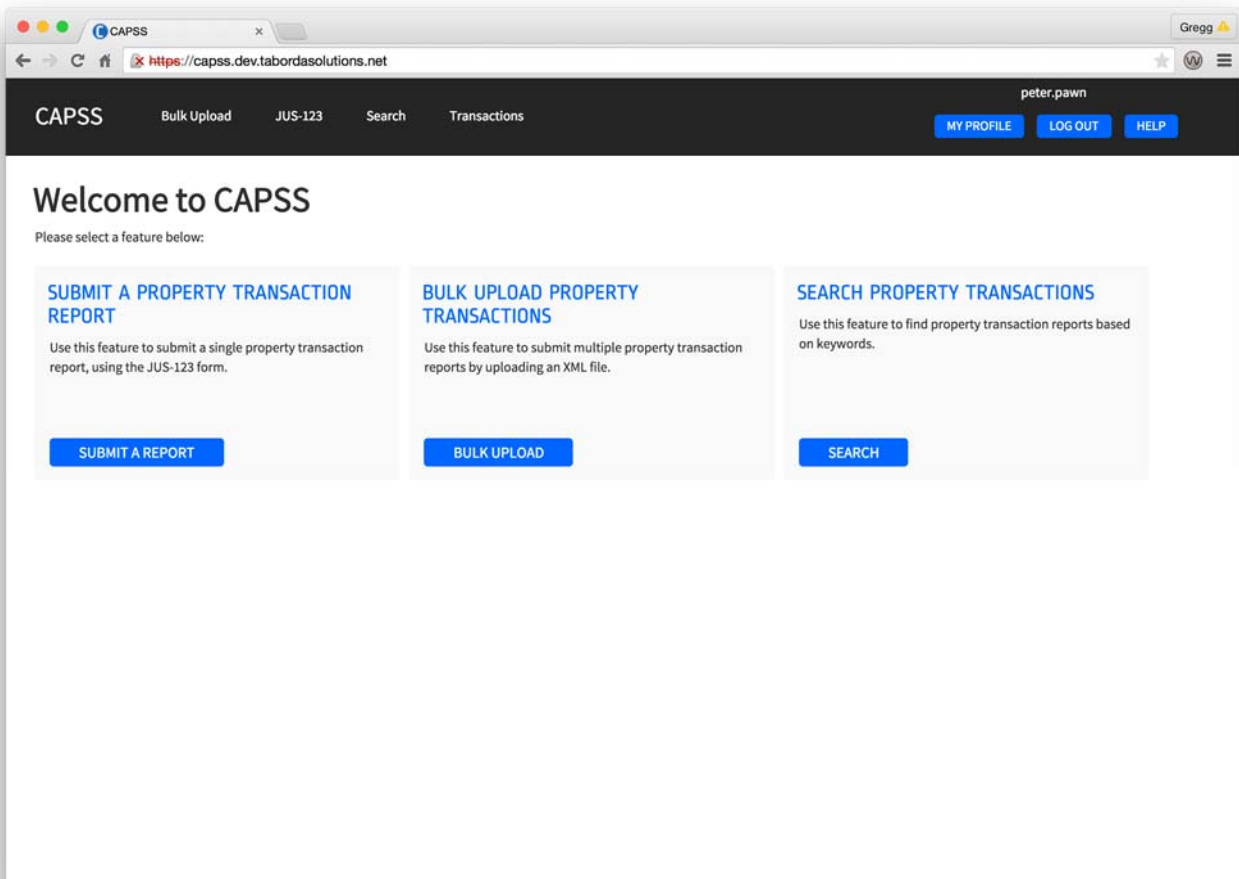
Click on the trash icon on a user's row (it will be highlighted in blue as you hover over it). You will then be prompted if you want to delete the account. To delete the account, click on the **DELETE** button. To cancel the deletion, click on the **CLOSE** button.



Submitting a JUS-123

To submit a JUS-123, open the form by doing one of the following:

- Click on the [JUS-123](#) link in the black Navigation bar at the top of the screen
- Click on the [SUBMIT A PROPERTY TRANSACTION REPORT](#) link on the dashboard



Enter all of the details on the form as appropriate. Note that all required fields are indicated with a blue asterisk* next to the label.

The screenshot displays the 'Create Property Transaction' form in a web browser. The browser address bar shows 'https://capss.dev.tabordasolutions.net/propertyTransaction/create'. The user is logged in as 'peter.pawn'. The form is titled 'Property Transaction Report (JUS-123)'. The 'CUSTOMER INFO' section includes fields for Last Name, First Name, Middle Name, Date of Birth (mm/dd/yyyy), Address, City, State (dropdown), and Postal Code. It also includes fields for Gender, Race, Hair Color, Eye Color, Height (ft. and in.), and Weight. Identification Type, Issuing State, and Issuing Country are also present. The 'TRANSACTION ITEMS' section includes fields for Address (87 Elm Street), City (Newark), State (California), Postal Code (94560), Store Phone Number (8884563211), Employee Name (Peter Pawn), and Employee Signature (with an 'UPLOAD EMPLOYEES SIGNATURE FILE...' button). Below this is a table for 'TRANSACTION ITEMS' with columns for Article, Brand Name, Model, Serial Number, Loan/Buy Number, \$ Amount, Owner Applied Number, Inscription, and Item Image (with an 'UPLOAD ITEM IMAGE FILE...' button). A 'Property Description' text area is also present. The 'SIGNATURE' section includes 'Customer Signature' and 'Customer Thumbprint' fields, each with an 'UPLOAD' button. The 'TERMS' section includes a checkbox for agreement and 'CANCEL' and 'SUBMIT REPORT' buttons.

Property Transaction Report (JUS-123)

CUSTOMER INFO

Last Name * First Name * Middle Name Date of Birth *

Address * City * State * Postal Code *

Gender * Race * Hair Color * Eye Color * Height (ft.) * Height (in.) * Weight *

Identification Type * Issuing State * Issuing Country *

Address City State Postal Code

Store Phone Number Employee Name * Employee Signature

Select the file containing employee's signature file

TRANSACTION ITEMS

Article *	Brand Name	Model	Serial Number	Loan/Buy Number *	\$ Amount *	Owner Applied Number	Inscription	Item Image
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="UPLOAD ITEM IMAGE FILE..."/>

Select the file containing item's image file

Property Description (One Item Only, Size, Color, Material, etc...)

SIGNATURE

Customer Signature *

Select the file containing customer's signature file

Customer Thumbprint *

Select the file containing customer's Right Thumb Print

TERMS

By selecting the SUBMIT REPORT button below, I certify that the transaction being submitted is accurate to the best of my knowledge.

PLEASE VERIFY THAT ALL INFORMATION IS CORRECT PRIOR TO SUBMITTING THIS REPORT.

Uploading Signature and Thumbprint images

In order to complete the JUS-123 form, you will need to upload Signature and Thumbprint images. To upload the images, the following buttons are displayed on the form:

UPLOAD CUSTOMER THUMB PRINT FILE...

UPLOAD CUSTOMER SIGNATURE FILE...

UPLOAD EMPLOYEES SIGNATURE FILE... (Optional)

UPLOAD ITEM IMAGE FILE... (Optional)

Once you click on one of the upload buttons, select the appropriate image file from your PC. The image files¹ should be captured using appropriate devices².

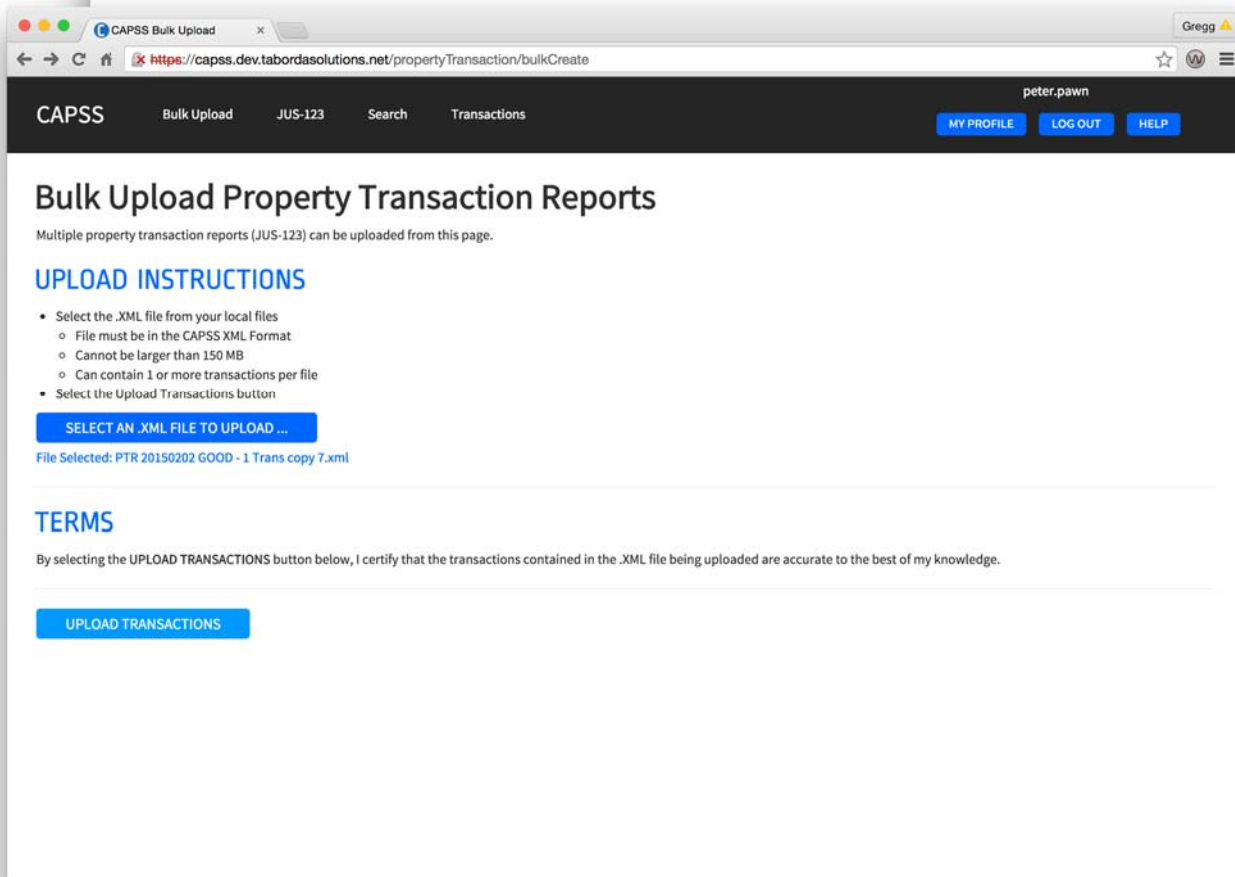
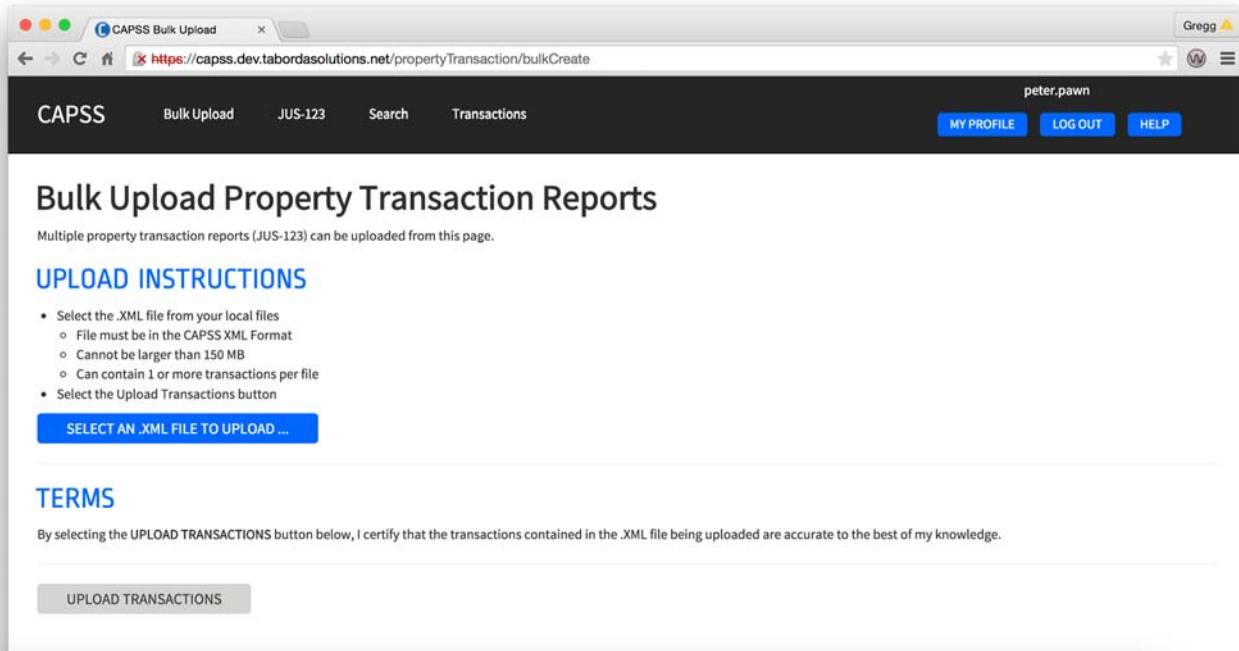
IMPORTANT NOTE: DOJ recommends thumbprints and signatures not be retained, unless they are kept in an encrypted file system or some other secured method. This is necessary to ensure privacy and confidentiality.

¹ Image files cannot be larger than 75k in size.

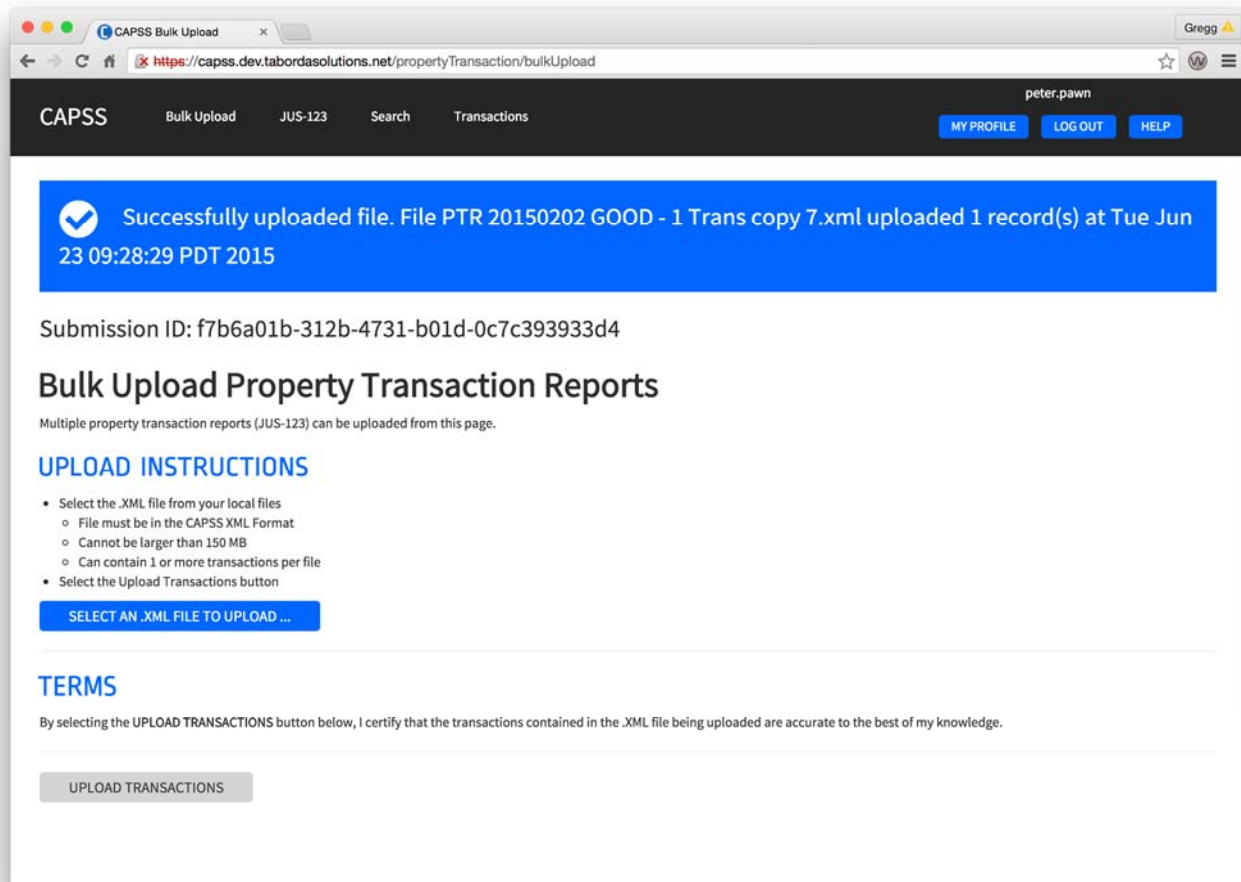
² Devices must be capable of saving captured images as **.jpg**, (*preferred*), **.png**, or **.gif**.

Submitting Bulk Uploads

JUS-123 forms can be submitted in bulk using the Bulk Upload feature. Click on the **SELECT AN .XML FILE TO UPLOAD...** button. After an .XML file is selected, the **UPLOAD TRANSACTIONS** button will be enabled (changed from grey to blue). Next, click the **UPLOAD TRANSACTIONS** button to upload the XML file (See the CAPSS Data File Specification for format details)



After successful upload, you will see the following:



Finding Transactions

Recent Transactions

To find recent transactions you have submitted, click on the [Transactions](#) link at the top of the navigation bar. The most recent 100 transactions will be displayed.

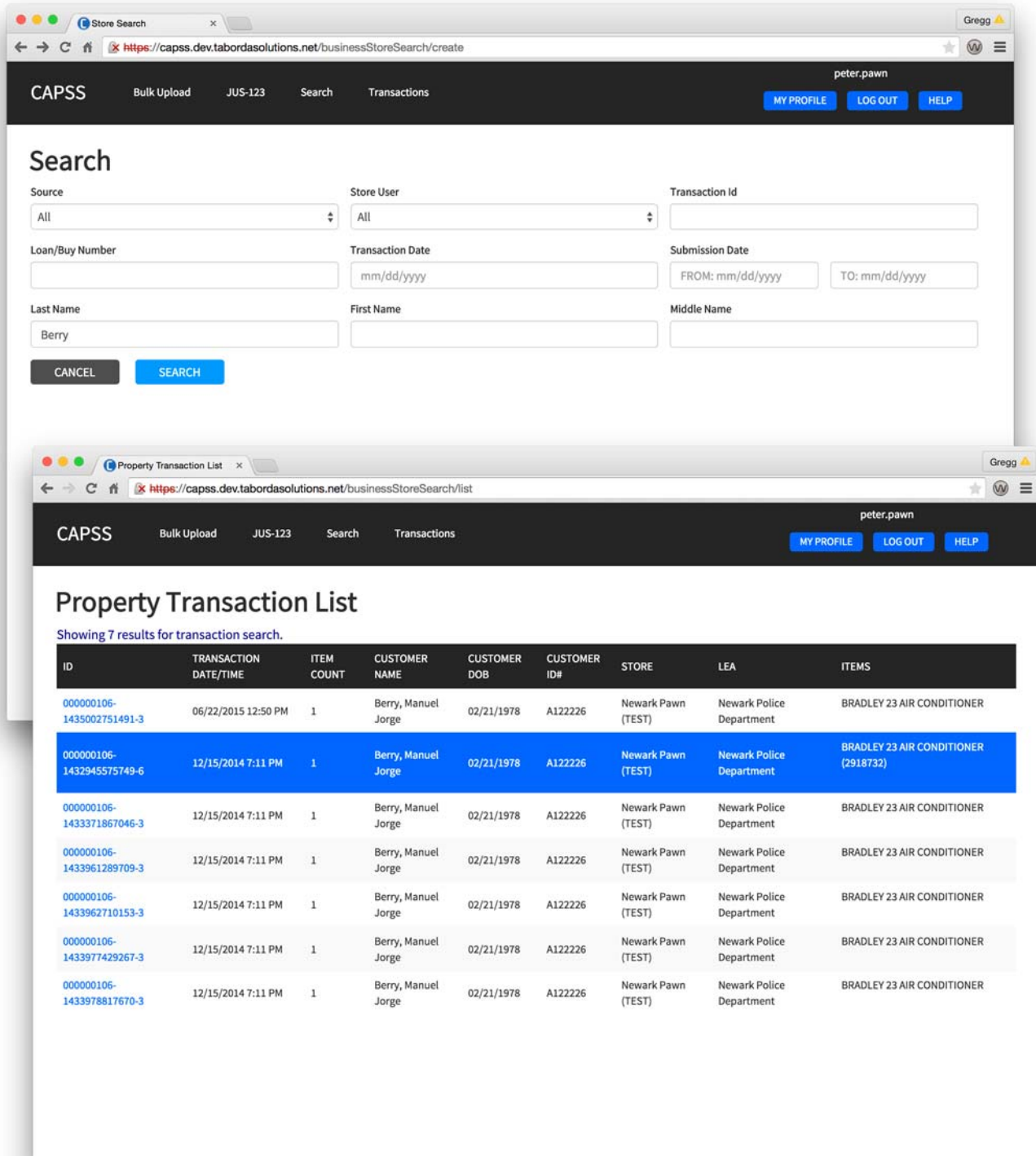
The screenshot shows a web browser window with the URL <https://capss.dev.tabordasolutions.net/propertyTransaction/index>. The page title is "Property Transaction List". The navigation bar includes "CAPSS", "Bulk Upload", "JUS-123", "Search", and "Transactions". There are also buttons for "MY PROFILE", "LOG OUT", and "HELP".

The main content area is titled "Property Transaction List" and shows "Showing 100 results for transaction list. Please refine your search criteria if PTR is not in list." Below this is a table with the following columns: ID, TRANSACTION DATE/TIME, ITEM COUNT, CUSTOMER NAME, CUSTOMER DOB, CUSTOMER ID#, STORE, LEA, and ITEMS.

ID	TRANSACTION DATE/TIME	ITEM COUNT	CUSTOMER NAME	CUSTOMER DOB	CUSTOMER ID#	STORE	LEA	ITEMS
000000106-1435002751295-1	06/22/2015 12:50 PM	2	Lee, Christopher William	06/13/1938	PS129987	Newark Pawn (TEST)	Newark Police Department	GENEVA Z4560003 ADAPTOR Jet Page Z23 BAGPIPES
000000106-1435002751856-7	06/22/2015 12:50 PM	2	Ranger, Rick Michael	02/21/1968	B122456	Newark Pawn (TEST)	Newark Police Department	ABBOTT 2223 BREAD MACHINE ABBOTT Z23 BRACELET
000000106-1435002751753-6	06/22/2015 12:50 PM	2	Johnston, Billy Ray	05/21/1980	B153456	Newark Pawn (TEST)	Newark Police Department	EDISON Z23 BOOKCASE MUSIC MAN Z23 BEVERAGE DISPENSER
000000106-1435002751664-5	06/22/2015 12:50 PM	2	Ricco, Brandon Allen	05/31/1982	B198765	Newark Pawn (TEST)	Newark Police Department	3COM 993 BICYCLE ANGEL A323 BORING BAR
000000106-1435002751548-4	06/22/2015 12:50 PM	2	Mustapha, Karis Kelly	05/31/1979	B133456	Newark Pawn (TEST)	Newark Police Department	AMPED WIRELESS M09 ANKLECUFFS BRADLEY MN4 BUGLE
000000106-1435002751491-3	06/22/2015 12:50 PM	1	Berry, Manuel Jorge	02/21/1978	A122226	Newark Pawn (TEST)	Newark Police Department	BRADLEY 23 AIR CONDITIONER
000000106-1435002751413-2	06/22/2015 12:50 PM	2	Ramsey, Julian James	06/28/1973	A12543	Newark Pawn (TEST)	Newark Police Department	MONTANA A33 BICYCLE EDISON 90023 BRACELET
000000106-1434647306778-1	06/18/2015 10:05 AM	4	Testerson, Test	01/01/1970	A123456	Newark Pawn (TEST)	Newark Police Department	Specialized Roubaix BICYCLE Orbea Orca BICYCLE Felt F24 BICYCLE +1 more

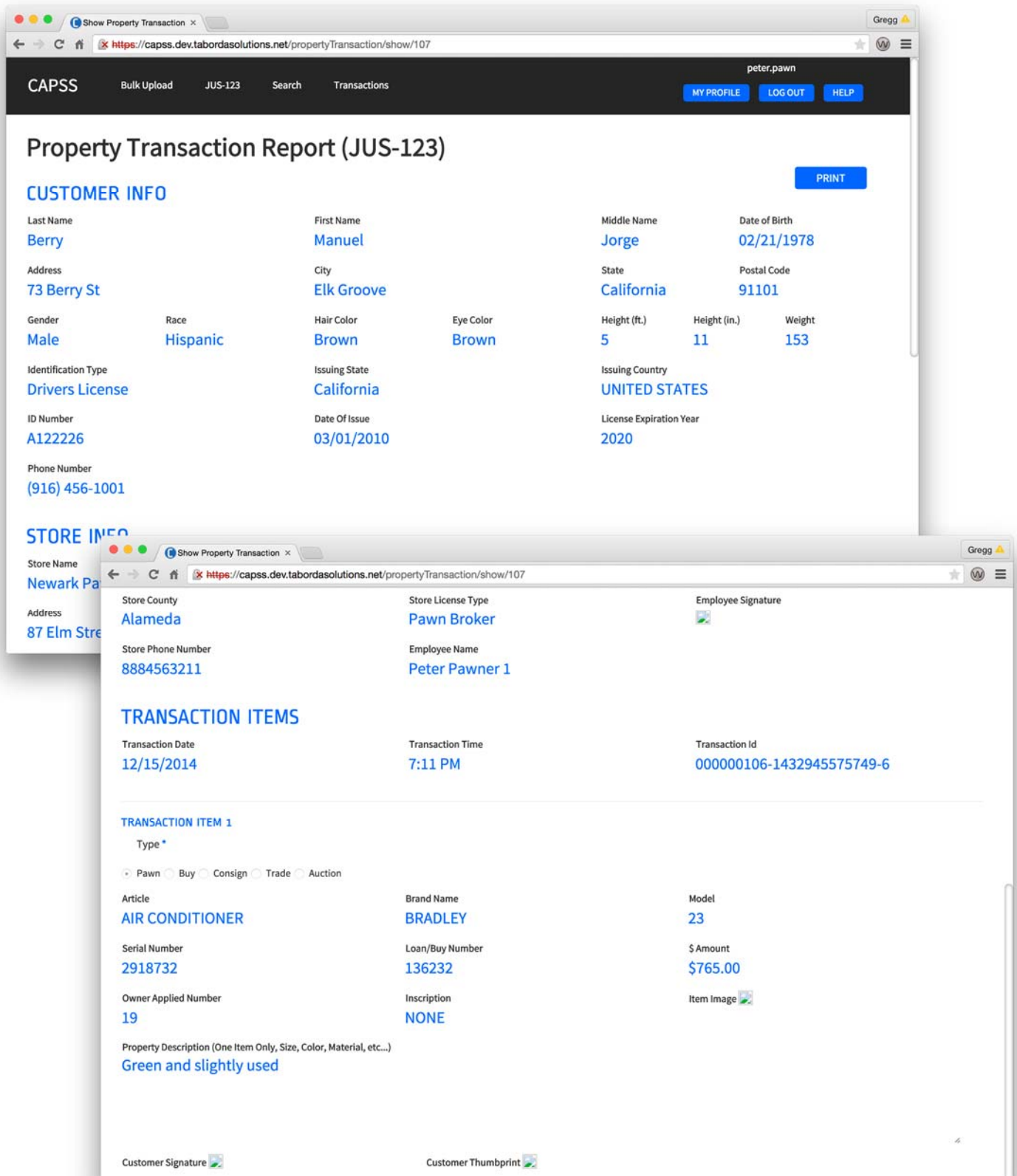
Searching for Transactions

You can use the [Search for transactions](#) box to search for transactions using search criteria.



Viewing a Transaction

To view the details of a transaction, click on the transaction's row (the row will be highlighted in blue as you hover over it).



Contact information

Phone: **(916) 227-6400**

Email: [**capss@doj.ca.gov**](mailto:capss@doj.ca.gov)